

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, MARCH 17, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Meeting of March 3, 2010
 - b. Regular Meeting of March 10, 2010
 - c. Suspension Hearing 21-S-89 Minutes of March 10, 2010
2. **REQUEST FOR PROVISIONAL APPOINTMENT** – Juan Oseguera, Painter
 - a. Communication from Stacey Lewis, Acting Director of Human Resources, Harbor
 - b. Staff report prepared by Mario R. Beas, Executive Director
3. **REQUEST FOR TEMPORARY REASSIGNMENT FOR REHABILITATION AND TRANSFER** - Claudia Escobedo, Housing Specialist, Community Development to Administrative Aide, Harbor
 - a. Communication from Stacey Lewis, Acting Director of Human Resources, Harbor
 - b. Staff report prepared by Melinda George, Deputy Director
4. **EXAMINATION RESULTS**
Department Librarian
General Librarian
5. **EXTENSION OF EXPIRING ELIGIBLE LIST (6 months)** – Maintenance Assistant
6. **RETIREMENT** – Ismael Rubio/Police Officer/Police (24 yrs., 5 mos.)
7. **DISABILITY RETIREMENT** – Paula Williams/Clerk Typist III/Police (12 yrs., 3 mos.)
8. **RESIGNATION** – Daniel Williams/Safety Specialist II/Human Resources (1 yr., 7 mos.)
9. **TRANSFER** – Esther Santiago/Clerk Typist II/Health to Clerk Typist III/Police
Staff Report prepared by Diane Dzodin, Administrative Officer
10. **MANAGERS' REPORT**
11. **NEW BUSINESS**
12. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MARCH 3, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 3, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Carolyn Smith Watts

MEMBERS EXCUSED: Jeanne Karatsu, Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of February 24, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

REQUEST FOR TEMPORARY REASSIGNMENT FOR REHABILITATION AND TRANSFER: **ADAM MEIROVITZ/SPECIAL SERVICES OFFICER/PUBLIC WORKS TO CLERK TYPIST/POLICE**

The Secretary presented a communication from Debbie Mills, Acting Director of Human Resources, requesting Commission authorization to temporarily reassign Adam Meirovitz, Special Services Officer, Public Works, for rehabilitation, and transfer to the Police Department, to the classification of Clerk Typist. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the request for rehabilitation for training and transfer be approved, pursuant to Sections 63(5) and (64) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote

Victor Martinez/Animal Control Officer I/Health
Gwendolyne Castro/Assistant Administrative Analyst/Harbor
Jamie Hendricks/Public Safety Dispatcher I/Fire
Nicole Avalos/Clerk Typist III/Police
Moniek Pointer/Public Health Professional II/Health
John Hill/Park Ranger I/Parks

TRANSFERS:

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, regarding the following transfers between departments. After discussion, it was moved by Commissioner Saafir seconded by Commissioner Smith Watts and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Sandra Aguilar/Assistant Administrative Analyst I/Harbor to
Assistant Administrative Analyst II/Public Works
Crystal Slaten/Administrative Analyst III/Community
Development to Administrative Analyst III/Police

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that she would be conducting a Rules and Regulations training for the Leadership Academy on Thursday at the Miller Center.

Melinda George, Deputy Director, informed the Commission that the examination process for Police Sergeant and Fire Captain is going well. She commended staff for the excellent job they are doing. She also stated that the written exercise for the Police Sergeant examination would be conducted next week.

**UPDATE ON PUBLIC SAFETY
STAFFING REQUEST FOR
BUDGET ADJUSTMENT:**

The Secretary provided the Commission with an update on the request for addition funding to conduct the Fire Recruit and Battalion Chief examinations. He stated that he attended the City Council meeting on Tuesday, at which time the Council discussed the Firefighter Lateral Academy and Fire Recruit Academy, but no consideration could be given to the Fire Recruit examination because it was not on the City Council agenda. He did state that City Council would discuss the funding for Fire Recruit and Police Officer Lateral at their March 23, 2010 meeting.

ADJOURNMENT:

There being no further business before the Commission,
President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh

**REQUEST TO RETURN TO
FORMER CLASSIFICATION:**

**DANIELLE VIGIL/CUSTOMER SERVICES SUPERVISOR
TO CUSTOMER SERVICE REPRESENTATIVE**

The Secretary presented communications from Lori Ann Farrell, Director of Financial Management, and Danielle Vigil, Customer Services Supervisor, Financial Management, requesting Commission authorization to return Danielle Vigil to her former classification of Customer Service Representative. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the request to return Danielle Vigil to her former classification pursuant to Section 67(1) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Business Systems Specialist – 63 Applied, 35 Qualified
Department Librarian – 6 Applied, 3 Qualified
General Librarian – 22 Applied, 16 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Carpenter
Engineering Aide

RETIREMENT:

**JUDITH HESS/PUBLIC HEALTH NURSE
SUPERVISOR/HEALTH**

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

RESIGNATIONS:

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MARCH 10, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 10, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Jeanne Karatsu, Carolyn Smith Watts

MEMBERS EXCUSED: Ahmed Saafir, Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Lourdes Ferrer, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: The minutes of the regular meeting of March 3, 2010, were held for one week, due to lack of Commissioners present at the March 3, 2010, meeting present to vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that Suspension Appeal 17-S-89 Minutes of February 17 & 24, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

REQUEST TO RESCIND LETTER OF RESIGNATION: The Secretary presented a Communication from Geraldine Flores, Customer Service Representative, requesting the Commission rescind her resignation from her position of Customer Service Representative. In addition, the Secretary presented a staff report prepared by Sal Ambriz, Personnel Analyst. The Secretary briefed the Commission regarding this request, stating that the Commission does not have jurisdiction to rescind a resignation, and recommended the Commission deny Ms. Flores request. Ms Flores was not in attendance. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to deny Ms. Flores' request to rescind her resignation. The motion carried by a unanimous roll call vote.

**REQUEST TO AMEND FISCAL
YEAR 2010 BUDGET
ADJUSTMENT:**

The Secretary presented a staff report, prepared by him, requesting Commission approval to amend its original request for funds to include the Firefighter Lateral and Police Officer Lateral examinations at a cost of \$10,000 for each examination. The Secretary briefed the Commission regarding the request and Tuesday's City Council meeting. The Secretary informed the Commission that City Council approved a request to go forward with a Fire Recruit Academy and Firefighter Lateral with no additional staff and cost. The Council directed the City Manager to find a way to get the job done without additional staff and cost. The Secretary suggested meeting with the City Manager to discuss a way to get the examination completed. President Infelise recommended staff provide the City Manager with an outline of the cost to complete these examinations. Melinda George, Deputy Director, briefed the Commission regarding the previous process for Fire Recruit and how the process has changed and is more cost effective. She stated that the process has gone from taking five or more weeks to complete to one and one-half day of testing. Diane Dzodin, Administrative Officer, briefed the Commission on the staff reduction and budget cuts Civil Service Department has had to endure over the past three years. Ken Walker, Manager, Personnel Operations, Human Resources, addressed the Commission, regarding determining what tasks will not be completed in order to accommodate conducting the Fire Recruit and Firefighter Lateral examinations. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried to direct staff to meet with the City Manager to discuss ways to cover the cost to conduct these examinations. The motion carried by a unanimous roll call vote. It was moved by Commissioner Smith Watts, seconded by Commissioner Karatsu and carried to adopt the request to amend adjustment to fiscal year 2010 budget and move forward with the Budget Oversight Committee. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Control Center Operator – 230 Applied, 52 Qualified
Fleet Services Supervisor – 7 Applied, 5 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Civil Engineer (3/25/09)
Library Clerk
Microbiologist
Parking Control Checker

RESIGNATIONS:

It was moved by Commissioner Karatsu, seconded by Commissioner Smith Watts and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Rodney Donahue/Police Officer/Police
Geraldine Flores/Customer Service Representative
III/Financial Management

MANAGERS' REPORT:

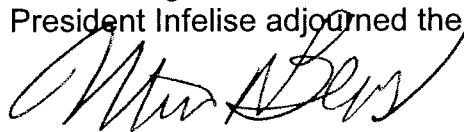
Diane Dzodin, Administrative Officer, introduced Tahirah Ross, to the Commission. She stated that Ms. Ross is from a Pacific Gateway Workforce program, and will be with the department through September 2010. The Commission welcomed Ms. Ross to the Department.

NEW BUSINESS:

Commissioner Smith Watts thanked the Commission and staff for the warm welcome shown to her and for the reception on her behalf. She stated that she is looking forward to working with the Commission and staff.

ADJOURNMENT:

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh



Port of
LONG BEACH
The Green Port

Agenda Item No. 2
Memorandum

RECEIVED

2010 MAR 10 AM 11:26

CIVIL SERVICE DEPT.

Date: March 9, 2010

To: Civil Service Commission

From: Stacey Lewis, Acting Director of Human Resources

**Subject: PROVISIONAL APPPOINTMENT OF JUAN OSEGUERA TO THE
POSITION OF PAINTER**

In accordance with provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to appoint provisionally Mr. Oseguera to the position of Painter.

The Harbor Department has a budgeted vacancy (Painter – Requisition Number 10-35) in the Maintenance Division that needs to be filled as soon as possible. Filling the position, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Maintenance Division has had this position vacant for a year due to a promotion. Consequently, the painting of Harbor buildings and offices have been delayed.

Mr. Oseguera is aware of, and in agreement with the terms of the provisional assignment. He possesses the minimum qualifications for the position. He understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

If you or your staff requires any further information or have any questions regarding this request, please contact me at 590-4129.

1 **DATE:** March 17, 2010
2 **TO:** Civil Service Commission
3 **FROM:** Mario R. Beas,  Executive Director
4 **SUBJECT: REQUEST FOR PROVISIONAL APPOINTMENT – JUAN OSEGUERA,**
5 **PAINTER**

6 Correspondence has been received from Stacey Lewis, Acting Director of Human
7 Resources, Harbor Department, requesting Commission authorization to provisionally
8 appoint Juan Oseguera to the classification of Painter. Staff has reviewed the request
9 and recommends that the Commission authorize the provisional appointment in
10 accordance with Article V, Section 43 of the Civil Service Rules and Regulations, and
11 Section 1.02 of the Civil Service Commission Policies.

12
13 **Facts for Consideration:**

- 14 • Personnel Requisition 10-35 requesting a provisional Painter in the
15 Maintenance Division, Harbor Department, has been received and is on file in
16 the Civil Service Department.
- 17 • As indicated in Ms. Lewis' memorandum, Painters are responsible for painting
18 the Harbor Department's buildings.
- 19 • The Harbor Department tried to fill this position through inter-departmental
20 transfer, but was unsuccessful.
- 21 • Recruitment activities for Painter included the posting of the job announcement
22 in the Harbor Department facilities. The Harbor Department received three
23 applications, and Mr. Oseguera was selected for the position.
- 24 • Mr. Oseguera meets the minimum requirements to file for Painter and by his
25 signature, agrees to the terms and conditions of the provisional appointment. If
Commission approves this request, Mr. Oseguera will be required to


1 successfully complete the examination process and be reachable on the eligible
2 list before he is considered for a permanent appointment.

3 Both the Harbor Department and Mr. Oseguera have been informed that this item is on
4 today's agenda.

5
6
7
8 MRB:meh
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25



Memorandum
Agenda Item No. **3**

Date: March 9, 2010
To: Civil Service Commission
From: Stacey V. Lewis, Acting Director of Human Resources 
Subject: **Temporary Reassignment for Rehabilitation of Claudia Escobedo to the Maintenance Division of the Harbor Department as an Administrative Aide**

Ms. Escobedo, an Assistant Administrative Analyst in the Finance Division at Harbor Department suffered a work related injury on March 11, 2005, when she was a Housing Specialist II in Community Development. On November 2, 2009, Ms. Escobedo was found to be permanent and stationary by the Agreed Medical Examiner (AME) Dr. Wasseff with permanent medical restrictions. Dr. Sexton also opined that Ms. Escobedo was not able to perform the essential functions of her position and was considered a Qualified Injured Worker.

Through the Interactive Process, City Human Resources concurred with the AME that Ms. Escobedo could not perform the essential functions of her position with or without accommodation.

Ms. Escobedo has been offered a new position and we believe that she can be reasonably expected to be able to physically perform the duties of an Administrative Aide in the Maintenance Division of the Harbor Department. We have requested Dr. Sexton's concurrence with the findings of the AME and are therefore proceeding pending Dr. Sexton's approval.

In accordance with Administrative Regulation 36-2 Rehabilitation In Lieu of Separation of Injured Employees who have been Deemed Incapable, the Department of Human Resources and the Harbor Department requests that the Civil Service Commission approve the reassignment of Ms. Escobedo for rehabilitation under Section 63(5).

Attachments

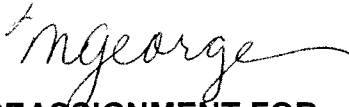
cc: Azucena M. Coronel de Ramos – Citywide Return to Work Coordinator
Claudia Escobedo

RECEIVED
2010 MAR 11 AM 9:25
CIVIL SERVICE DEPT.

1 **DATE:** March 17, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Melinda George, Deputy Director



4 **SUBJECT: REQUEST FOR TEMPORARY REASSIGNMENT FOR**
5 **REHABILITATION AND TRANSFER— CLAUDIA ESCOBEDO**

6 Correspondence has been received from Stacey Lewis, Acting Director of Human
7 Resources of the Harbor Department, requesting the temporary reassignment for the
8 purpose of rehabilitation of Claudia Escobedo, currently a provisional Assistant
9 Administrative Analyst in the Harbor Department, to the position of Administrative
10 Aide, also in the Harbor Department. This request will require the official return of Ms.
11 Escobedo to her position of Housing Specialist in Community Development and
12 subsequent transfer to the Harbor Department for the reassignment for rehabilitation.

13
14 As clarification, on February 3, 2010, Ms. Escobedo requested and received Civil
15 Service Commission approval to return to her former classification of Housing
16 Specialist due to the pending termination of her temporary provisional appointment as
17 an Assistant Administrative Analyst. Although Ms. Escobedo had the right to request to
18 return to her former classification, a determination had already been made that Ms.
19 Escobedo could not perform the duties of the Housing Specialist classification. The
20 approval of the Commission provided the mechanism for Ms. Escobedo to officially
21 return to Housing Specialist. However, as discussed at the Commission meeting of
22 February 3, 2010, prior to her actual return to a Housing Specialist position, an
23 alternative position was identified for Ms. Escobedo. Approval of Ms. Escobedo's
24 placement in the alternative position as a reassignment for rehabilitation is the request
25 now before the Commission. Ms Escobedo will return to Housing Specialist and

1 remain in that classification for the duration of her temporary reassignment to an
2 Administrative Aide position.

3
4 Staff has reviewed this request and recommends Commission approval in accordance
5 with Article VI, Section 63(5) and 64 of the Civil Service Rules and Regulations.
6

7 **Facts for Consideration:**

- 8 • Ms. Escobedo began her City employment as a Housing Specialist on October 8,
9 2001. She attained permanent classified status as a Housing Specialist on April 16,
10 2002. On November 25, 2006, she accepted an unclassified position as a
11 Legislative Assistant. On January 10, 2009, Ms. Escobedo accepted a provisional
12 Assistant Administrative Analyst position in the Harbor Department where she is
13 currently assigned pending her return to Housing Specialist. Ms. Escobedo will
14 officially return to the Housing Specialist classification effective March 13, 2010.
15
- 16 • On November 2, 2009, Ms. Escobedo was found to be permanent and stationary
17 with permanent medical restrictions by Dr. Wasseff, the Agreed Medical Examiner
18 (AME). The City's Occupational Health Services Officer, Dr. Darryl Sexton, has
19 agreed with these findings. Dr. Sexton has completed the evaluation of the
20 essential functions of the Administrative Aide position and Ms. Escobedo's ability to
21 successfully perform those duties. Dr. Sexton has issued a medical determination
22 approving Ms. Escobedo's ability to enter the new assignment as an Administrative
23 Aide in the Harbor Department.
24
- 25 • Azucena M. Coronel de Ramos, Citywide Return to Work Coordinator, concurs with
the recommendation to place Ms. Escobedo in the temporary reassignment.

1
2 • The Training Plan Outline submitted by the Harbor Department describes the goals
3 and objectives, training methods, and criteria necessary to measure the satisfactory
4 completion of the employee's assignment.

5
6 • Ms. Escobedo will be temporarily reassigned to the Administrative Aide
7 classification with the Harbor Department using Requisition #HD10-38.

8
9 • When a reassignment for rehabilitation is completed and it is determined the
10 employee can successfully perform in the position, in most cases, the department
11 will request that the employee be permanently assigned to the new classification.
12 At that time, a request for permanent assignment must be submitted to the Civil
13 Service Commission for approval.

14
15 Ms. Escobedo has been contacted and is in agreement with the temporary
16 reassignment for rehabilitation and transfer. Staff has informed the Harbor
17 Department, Community Development Department, and Human Resources
18 Department, including the Citywide Return to Work Coordinator, that this request will
19 be on today's agenda and representatives will be present to respond to any questions.
20
21
22
23
24
25

1 **DATE:** March 17, 2010

2 **TO:** Civil Service Commission

3 **FROM:** ^{D.D.} Diane Dzodin, Administrative Officer

4 **SUBJECT: REQUEST FOR TRANSFER OF ESTHER SANTIAGO, CLERK TYPIST**

5
6 The Health and Human Services Department and the Police Department have agreed
7 to transfer Esther Santiago, Clerk Typist II, from the Health and Human Services
8 Department to the Police Department as a Clerk Typist III. Ms. Santiago concurs with
9 the transfer.

10
11 Pursuant to Section 64 of the Civil Service Rules and Regulations, staff is
12 recommending Commission approval of the above transfer of Esther Santiago to the
13 Police Department.